



DEPARTMENT OF PERSONNEL &  
ADMINISTRATION  
STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE

ARCHIVES  
NO. 08-32

DEPARTMENT	DIVISION	SECTION	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
Colorado Dept. of Public Health and Environment	Water Quality Control Division	Engineering Unit		
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	Wastewater (WW) site applications, submittal package and approval letter.	Record copy: Permanent. Goes into the site application file. Duplicate: Retain until no longer needed then destroy.	<i>No record shall be destroyed that pertains to any pending legal cause, claim, action, or audit. All records will be evaluated when a destruction date arrives to determine whether they still have administrative, operating, legal or historical value that may warrant retaining them longer. This evaluation will be completed annually.</i> <ul style="list-style-type: none"><li>Records are created by WQCD staff, systems operators &amp; owners or their contractors.</li><li>Documents with pwsid or permit numbers are filed in their respective files unless otherwise noted in the Retention Period column.</li></ul>	
2.	WW site location approvals (from ENG to the system.)	Record copy: Permanent. Duplicate: Retain until no longer needed then destroy.		
3.	WW process design report.	Record copy: Keep 25 years then destroy. Send to offsite storage immediately. Duplicate: Retain until no longer needed then destroy.		
4.	WW process design approval letter from Engineering Section to the system.	<sup>copy</sup> Record copy: Permanent. Duplicate: Retain until no longer needed then destroy.		
5.	WW plans and specs and engineering reports.	Record copy: Keep 25 years then destroy. Send to offsite storage immediately. Duplicate: Retain until no longer needed then destroy.		
6.	WW plans and specs approval letter from ENG to the system.	Record copy: Permanent. Duplicate: Retain until no longer needed then destroy.		
7.	Drinking water (DW) plans and specs and engineering reports.	Record copy: Keep 25 years then destroy. Send to offsite storage immediately. Duplicate: Retain until no longer needed then destroy.		
8.	DW plans and specs engineering report approval letters (from ENG to the system.)	Record copy: Permanent. Duplicate: Retain until no longer needed then destroy.		

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.

State Archivist's Signature

Date

11/2/2007

Records Liaison Officer's Signature

Date

10-05-2007

Attorney General's Signature

Date

12/17/07

State Auditor's Signature

Date

11/28/07



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9.	DW inspection packages checklist (Used by district engineer (DE) for onsite inspections.)	Record copy: Retain until no longer needed then destroy. Goes in the inspector's personal work file. Duplicate: Retain until no longer needed then destroy.	<i>No record shall be destroyed that pertains to any pending legal cause, claim, action, or audit. All records will be evaluated when a destruction date arrives to determine whether they still have administrative, operating, legal or historical value that may warrant retaining them longer. This evaluation will be completed annually.</i>	
10.	WW and DW inspection letter and inspection report (from the Engineering Section to the system.)	Record copy: Permanent. Duplicate: Retain until no longer needed then destroy.		
11.	WW inspection checklist.	Record copy: Retain by inspector until no longer needed then destroy. Goes in the inspector's personal work file. Duplicate: Retain until no longer needed then destroy.		
12.	401/404 certification subdivision reviews (docs submitted by city/counties for Engineering Section DE's comments)	Record copy: Keep 7 years then destroy. Goes in the County File. Duplicate: Retain until no longer needed then destroy.		
13.	Spill reports.	Record copy: Permanent. If the spill is from a system with a permit or pwsid number it goes in the respective file. If no number the doc is filed in the Spill File. Duplicate: Retain until no longer needed then destroy.		
13.5	County Files. Documents with no pwsid or permit numbers. These are correspondence & other related docs between WQCD staff and public.	Record copy: Keep 7 years then destroy. Duplicate: Retain until no longer needed then destroy.		

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State Archivist's Signature <i>Larry Kitchin</i>	Date 11/2/2007	Records Liaison Officer's Signature <i>Betsy Hamed</i>	Date 10-05-2007
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 12/17/07	State Auditor's Signature <i>Erica O'Reilly</i>	Date 11/28/07



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14.	Databases: a. Accomplishment Tracking database. b. Spill Report database. c. Inspection followup database. d. Drinking water sampling program. e. Historical site application database.	Record copy: Permanent. Duplicate: Retain until no longer needed then destroy.	<i>No record shall be destroyed that pertains to any pending legal cause, claim, action, or audit. All records will be evaluated when a destruction date arrives to determine whether they still have administrative, operating, legal or historical value that may warrant retaining them longer. This evaluation will be completed annually.</i>	
15.	Drinking and wastewater inspection plans in database.	Record copy: Keep 25 years then destroy. Duplicate: Retain until no longer needed then destroy.		
16.	Bimonthly inspection agenda.	Record copy: Keep 2 years then destroy. Duplicate: Retain until no longer needed then destroy.		
17.	Drinking water sampling program letters.	Record copy: Keep 12 years then destroy. Duplicate: Retain until no longer needed then destroy.		
18.	Inspection follow-up letters indicating violations and/or deficiencies.	Record copy: Permanent. Duplicate: Retain until no longer needed then destroy.		
19.	U.S. Forest Service / CDPHE WQCD meeting notes, agendas and correspondence.	Record copy: Keep 10 years then destroy then destroy. Duplicate: Retain until no longer needed then destroy.		

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State Archivist's Signature <i>Larry Kitchen</i>	Date 11/2/2007	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date 10.05.2007
Attorney General's Signature <i>John W. Suthers by mnm</i>	Date 12/17/07	State Auditor's Signature <i>Barbara E. Reed</i>	Date 11/28/07



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20.	Organic Chemical Monitoring Waiver Program documents, also known as: Waivers, Chemical monitoring waiver, vulnerability use, vulnerability access. May contain confidential information.	Record copy: Permanent. Goes in drinking water or permit file. Potentially confidential information must be evaluated prior to filing in the collection. If the document is determined to be confidential it will be noted on the document and filed in a confidential file by permit or pwsid number. Duplicate: Retain until no longer needed then destroy.	<i>No record shall be destroyed that pertains to any pending legal cause, claim, action, or audit. All records will be evaluated when a destruction date arrives to determine whether they still have administrative, operating, legal or historical value that may warrant retaining them longer. This evaluation will be completed annually.</i>	
21.	New technology reviews approval letter.	Keep 15 years then destroy.		
22.	Final monitoring waiver letter from WQCD to the system.	Record copy: Permanent. Duplicate: Retain until no longer needed then destroy.		
23.	Corrosion control treatment approval documents for systems that exceed the lead and copper action level limits, includes plans sent to WQCD, test data, plans and correspondence.	Record copy: Permanent. Duplicate: Retain until no longer needed then destroy.		
24.	Drinking water needs survey. Completed every 4 years to estimate the 20 year needs by individual systems, the survey goes to the EPA. ENG keeps a copy of the survey.	Record copy: Keep 10 years then destroy. Duplicate: Retain until no longer needed then destroy.		

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State Archivist's Signature <i>Larry Kitchener</i>	Date 11/2/2007	Records Liaison Officer's Signature <i>Ditney Hancock</i>	Date 10-05-2007
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 12/17/07	State Auditor's Signature <i>Orville E. Reg</i>	Date 11/28/07